

Attachment 6
AWARD TERM PLAN

GLOBAL POV CONTRACT (GPC II)

Contract No. DAMT01-03-D-0184 With American Auto Logistics (AAL)
Effective Date: 1 November 2003

Contents

<u>Part</u>	<u>Page</u>
I. Introduction.....	2
II. Organizational Structure for Award Term Administration.....	3
III. Evaluation Requirements	4
IV. Method for Determining Award Term.....	4
V. Changes in Plan Coverage	5

Attachments

- A Evaluation Periods and Available Award Term Periods
- B Grading Table
- C Performance Categories and Evaluation Criteria
- D Actions and Schedules for Evaluation Rating and Award Term Determinations
- E General Instructions for Monitoring Performance

CONCUR:

Signed – on file

Thomas Hicks
Program Manager

APPROVED BY:

Signed – on file

Kathleen Jones
Contracting Officer

DAMT01-03-D-0184

I. Introduction

1. This plan covers the administration of the award term provision incorporated into this Firm Fixed Price Requirements type contract, with an incentive for exceptional performance. The contract was awarded in accordance with the provisions of RFP No DAMT01-02-R-0074.

2. In summary, the contract provides the following:

- a. The contractor is required to perform all logistics required in the movement of Privately Owned Vehicles, belonging to U.S. Service Members and U.S. Government Civilians, from CONUS to OCONUS destinations, worldwide. These functions include processing, booking and shipment via Government Directed Source (GDS) ocean carrier, perform customs inspections and agriculture clearances, drayage, and storage of the POVs in the contractor's custody.
- b. The term of the contract core period is from 1 November 2003 through 31 October 2008. The additional award term consists of five one-year periods extending the contract period from 1 November 2008 through a possible five (5) year period up to 31 October 2013.
- c. The estimated price of performing the contract is identified in the schedule of rates; any changes to estimated price are reflected in a modification to this contract.
- d. The available award term is shown in Attachment A.
- e. The Award Term Determination Official (ATDO) will determine the evaluation ratings and award term earned by the contractor in accordance with this plan.
- f. MTMC may unilaterally change this plan, as covered in Part V and not otherwise requiring mutual agreement under the contract, provided the contractor receives notice of the changes prior to the beginning of the evaluation period to which the changes apply.

II. Organizational Structure for Award Term Administration

The following organizational structure is established for administering the award term provision of the contract.

1. Award Term Determination Official (ATDO)

- a. The ATDO is the Project Manager, Personal Property Division, HQ MTMC
- b. Primary ATDO responsibilities are:
 - (1) Determining the evaluation rating for each evaluation period and award term earned for each award term period, as addressed in Part IV.
 - (2) Changing the matters covered in this plan as addressed in Part V as appropriate.

2. Contracting Officer's Representative (COR)

- a. The CORs assigned to this contract are located CONUS and OCONUS.
- b. The primary COR responsibilities are:
 - (1) To monitor, evaluate and assess contractor performance and submit a monthly evaluation.
 - (2) Considering changes in this plan and recommending those changes to HQ, MTMC for consideration and adoption by the ATDO, as addressed in Part V.

3. Monitoring of Performance

- a. Monitoring contractor performance will be assigned to each COR as required. The COR will include a monthly evaluation with the monthly Contractor Performance Report (CPR) as addressed in Part IV.
- b. Each COR will be responsible for complying with the "General Instructions for Performance Monitoring", Attachment E, and any specific instructions from HQ, MTMC as addressed in Part IV.

III. Evaluation Requirements

The applicable evaluation requirements are indicated below.

<u>Requirement</u>	
Evaluation Periods and Available Award Term Periods	Attachment A
Grading Table	Attachment B
Performance Categories and Evaluation Weights	Attachment C
Performance Requirements Summary	Included in PWS
Quality Assurance Plan	Provided separately

IV. Method For Determining Award Term

A determination of the evaluation rating for each 6-month evaluation period, and award term earned for each 1-year award term period, will be made by the ATDO within 40 days after the end of the period. The method to be followed in monitoring, evaluating and assessing contractor performance during the period, as well as for determining the award term earned, is described below. Attachment D summarizes the principal activities and schedules involved.

1. HQ, MTMC will ensure the assigned COR evaluates each performance category under the contract. HQ, MTMC may change COR monitor assignments at any time without advance notice to the contractor. Contracting Officer or the COR will notify the contractor promptly of all monitor assignments and changes.
2. COR's will monitor, evaluate and assess contractor performance and discuss the results with MTMC personnel as appropriate, in accordance with the "General Instructions – Monitoring Performance," Attachment E.
3. HQ, MTMC will request and obtain performance information from other units or personnel normally involved in observing contractor performance, as appropriate.
4. COR's prepare bi-annually Performance Evaluation Report (PER) for the reporting period and the final to the ATDO for use in determining the evaluation rating. The report will contain an adjectival rating and a recommended performance score with supporting documentation.

5. The contractor will be given an opportunity to submit information on its behalf, including a written assessment of its performance during the evaluation period. HQ, MTMC/MTPP-PA-P will consider matters presented by the contractor.
6. A Letter from the ATDO would determine the evaluation rating, including award term earned for each award term period, and the basis for this determination.
7. The Contracting Officer will notify the contractor of the ATDO's determination.

V. Changes in Plan Coverage

1. Right to Make Unilateral Changes

Any matters covered in this plan not otherwise requiring mutual agreement under the contract, may be changed unilaterally by MTMC prior to the beginning of an evaluation period by timely notice to the contractor in writing. The changes will be made without formal modification of the contract.

2. Steps to Change Plan Coverage

The following is a summary of the principal actions involved in changing plan coverage.

<u>Action</u>	<u>Schedule</u>
a.	COR drafts proposed changes.
	Ongoing.
b. COR submits recommended changes to	HQMTMC/MTPP-PA-P for ATDO approval. NLT 15 days prior to beginning of evaluation period.
c.	Contracting Officer notifies contractor of changes. Prior to beginning of evaluation period.

3. Method for Changing Plan Coverage

The method to be followed for changing the plan coverage is described below:

- a. Personnel involved in the administration of the award term provisions of the contract are encouraged to recommend plan changes with a view toward changing management emphasis, motivating higher performance levels or improving the award term determination process. Recommended changes should be sent to HQ, MTMC for consideration and drafting.
- b. Prior to the beginning of each evaluation period, recommended changes, if any, will be submitted for approval to the ATDO with appropriate comments and justification. The Contracting Officer will revise the contract to incorporate the revisions.
- c. Prior to the beginning of each evaluation period, the Contracting Officer will notify the contractor in writing of any changes to be applied during the next period. If the contractor is not provided with this notification, or if the notification is not provided within 60 days before the beginning of the next period, then the existing plan will continue in effect for the next evaluation period.

ATTACHMENT A

Contract No. DAMT01-03-D-0184 with American Auto Logistics (AAL)
Effective 1 November 2003

EVALUATION PERIODS AND AVAILABLE AWARD TERM PERIODS

Evaluation Period	Performance Required to Earn an Award Term	Available Award Term
Year 1 Base	Excellent	N/A
Year 2 Base	Excellent	N/A
Year 3 Option 1	Excellent	N/A
Year 4 Option 2	Excellent	1 year
Year 5 Option 3	Excellent	1 year
Year 6	Excellent	1 year
Year 7	Excellent	1 year
Year 8	Excellent	1 year
Year 9	N/A	N/A
Year 10	N/A	N/A

**Initial Evaluation concludes at the end of Option Year 2 (Contract Year 4).
Performance rating is cumulative from date of contract award up to conclusion of
first evaluation period.**

2nd Evaluation concludes at the end of Option Year 3 (Contract Year 5)

3rd Evaluation concludes at the end of Award Term 1 (Contract Year 6)

4th Evaluation concludes at the end of Award Term 2 (Contract Year 7)

5th and final evaluation concludes at end of Award Term 3 (Contract Year 8)

Terms and Conditions governing the Award Term Provision are outlined in Addendum 4
to FAR
Part 52.212-4, Award Term.

ATTACHMENT B

Contract No. DAMT01-03-D-0184 with American Auto Logistics (AAL)
Effective 1 November 2003

GRADING TABLE

The following grading table is to be used for this contract. The overall evaluation rating is calculated by applying the numerical scores from each performance category and weighting them appropriately, as identified in Attachment C, "Performance Categories." The table below lists the adjectival ratings with their corresponding evaluation rating ranges.

Adjectival Rating	Range of Evaluation Rating	Description
Excellent	(91-100)	Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.
Satisfactory	90 or less	Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance that would warrant an award term.

ATTACHMENT C

Contract No. DAMT01-03-D-0184 with American Auto Logistics (AAL)
Effective 1 November 2003

PERFORMANCE EVALUATION CATEGORIES AND EVALUATION WEIGHT

Performance Category	Evaluation Weight
Partnering with Government and other contractors in solving logistical problems	35%
Recognized efficiencies, resolution, and subsequent savings	35%
Assist in Movement of Non-GPC POVs (ie. hardlift POVs)	20%
Provide utmost customer support to resolve problematic storage issues.	10%
Total	100%

The above categories reflect evaluation areas that the contractor will be evaluated on during performance of this contract. Although the performance requirements listed in the PWS (paragraph C.1.6) remain consistent in assessing contractor performance throughout this contract, the above areas will be evaluated over and above in determining award term with consideration given to the following areas:

- Working relationships and cohesiveness with DOD partners, ocean carriers, inland transportation, etc.
- Efficiencies recognized from good business management and business practices.
- Managing unforeseen situations and providing innovative solutions and ideas
- Cost Reductions passed on to the Government
- Customer Satisfaction

ATTACHMENT D

Contract No. DAMT01-03-D-0184 with American Auto Logistics (AAL)
Effective 1 November 2003

ACTIONS AND SCHEDULES FOR EVALUATION RATING AND AWARD TERM DETERMINATIONS

The following is a summary of the principal actions involved in determining the evaluation ratings for the evaluation periods and the award term earned for award term periods.

<u>Action</u>	<u>Schedule</u>
1. HQ MTMC assesses performance and discusses results with contractor.	Ongoing.
2. CORs submit Contractor Performance Reports.	Monthly
3. HQ, MTMC evaluates COR Contractor Performance Reports and prepares Performance Evaluation Report (PER)	Every 6 months
4. HQ, MTMC evaluates CORs Contractor Performance Reports and days establishes final PER for submission to ATDO. after end of	NLT 30
Evaluation period.	
5. ATDO reviews PER for a determination	NLT 30 days after end of evaluation period
6. ATDO determination letter submitted to Contracting Officer for transmittal to contractor	NLT 40 days after end of evaluation period
7. Award term made to contractor based on contract modification.	NLT 45 days after end of award term period

ATTACHMENT E

Contract No. DAMT01-03-D-0184 with American Auto Logistics (AAL)
Effective 1 November 2003

GENERAL INSTRUCTIONS – MONITORING PERFORMANCE

1. Monitoring and Assessing Performance

a. HQ, MTMC will prepare outlines of their assessment plans, and discuss them with appropriate contractor personnel to assure complete understanding of the evaluation and assessment process.

b. CORs will provide assessment of contractor performance on a monthly basis.

c. COR's will conduct all assessments in an open, objective and cooperative spirit so that a fair and accurate evaluation is obtained. This will ensure that the contractor receives accurate and complete information from which to plan improvements in performance. Positive performance accomplishments should be emphasized just as readily as negative ones.

d. HQ, MTMC will discuss the assessment with contractor personnel as appropriate, noting any observed accomplishments and/or deficiencies. This affords the contractor an opportunity to clarify possible misunderstandings regarding areas of poor performance and to correct or resolve deficiencies.

e. CORs must remember that contact with contractor personnel is to be accomplished within the context of an official contractual relationships. CORs will avoid any activity or association that might cause, or give the appearance of, a conflict of interest.

f. COR discussions with contractor personnel are not to be used as an attempt to instruct, to direct, to supervise or to control these personnel in the performance of the contract. The role of the COR is to monitor, assess and evaluate, not to manage the contractor's effort.

2. Documenting Evaluation/Assessment

a. CORs will prepare a monthly Performance Reports to HQ, MTMC.

b. Evaluation of any areas included in the Statement of Work, or any new tasks, which are not explicitly covered by an existing performance requirement may be evaluated by an individual write up on the event. Individual events that are covered by an existing performance requirement may also be written up separately if the significance of the event warrants it.

c. Notification of deficiencies and weaknesses shall be made as soon as possible after identification of the deficiency so that corrective action may be taken. The contractor and performance monitors shall not delay this notification until the submission of the end of period evaluations. CORs will be prepared to make verbal reports of their evaluations and assessments as required by HQ MTMC.

d. HQ MTMC will prepare a Performance Evaluation Report (PER) every six months based on the consolidation of COR assessments. The PER will include a performance score and adjectival rating for each performance category. Rationale will be included to substantiate contractor's rating. The final PER shall be prepared at the end of the evaluation period and submitted to the ATDO for final determination.